

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

Chelsea Housing Authority Electronic File “MA016v01”
Electronic Attachment Files “MA016a01-a08”

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Chelsea Housing Authority

PHA Number: MA016

PHA Fiscal Year Beginning: (mm/yyyy) 1/1/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The Chelsea Housing Authority (CHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely-low, very-low, and low income family, elderly, and disabled households in a fair manner. The CHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The CHA is committed to deconcentrating poverty within its federal conventional public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The CHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:

- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☒ Other (list below)

*The CHA has postponed a study to explore its role in the creation of homeownership opportunities within the City.

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score)
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:*
 - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☒ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☒ Increase voucher payment standards*
 - ☐ Implement voucher homeownership program
 - ☐ Implement public housing or other homeownership programs.
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

*Currently set at 110% of HUD-approved FMR.

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:*
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

* In the absence of specific HUD regulations on deconcentration, we are postponing such efforts until further guidance is provided.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

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Annual Plan

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- ii. Table of Contents
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 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership

12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration (* We are postponing this attachment until further guidance is provided by HUD.)
- ☒ FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☐ FY 2001 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
*Pending final HUD rule	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type*	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	4174	5	5	5	5	5	3
Income >30% but <=50% of AMI	1917	4	5	3	4	4	3
Income >50% but <80% of AMI	2182	3	4	3	3	4	2
Elderly**	2238	2	2	3	3	2	2
Families with Disabilities	2188	5	5	4	5	5	4
Race/Ethnicity***							

*Income is based on 1990 Census data regarding "household"

**Elderly population housing need is calculated at <80% AMI; Age >=65

***See Attachment relating to Poverty by Race/Ethnicity

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1998
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☒ American Housing Survey data
Indicate year: 1997
- ☒ Other housing market study

Indicate year: 1995

☒ Other sources: (list and indicate year of information)

Chelsea Housing Report, A Survey of market Conditions and Housing Needs, Chelsea Department of Planning and Community Development, October 1994

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	239		10
Extremely low income <=30% AMI	157	66	
Very low income (>30% but <=50% AMI)	65	27	
Low income (>50% but <80% AMI)	17	7	
Families with children	181	76	
Elderly families	18	8	
Families with Disabilities	68	28	
Race/ethnicity: White	62	26	
Race/ethnicity: Black	29	12	
Race/ethnicity: Asian	9	4	
Race/ethnicity : Hispanic	130	54	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 74 months; October 31, 1994</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1379		
Extremely low income <=30% AMI	1214	88	
Very low income (>30% but <=50% AMI)	152	11	
Low income (>50% but <80% AMI)	14	1	
Families with children	1047	78	

Housing Needs of Families on the Waiting List			
Elderly families	22	2	
Families with Disabilities	209	15	
Race/ethnicity: White	310	22	
Race/ethnicity: Black	278	20	
Race/ethnicity: Asian	51	4	
Race/ethnicity: Hispanic	655	48	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	282	21	7
2 BR	665	48	13
3 BR	348	25	14
4 BR	84	6	3
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 6 months; June 19, 2000</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☐ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☐ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	1,214,457	
b) Public Housing Capital Fund	980,579	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,415,265	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	80,457	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
EDSS-3 Yr Grant	12,000 Annually	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	942,398	
4. Other income (list below)		
Laundry	4,000	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$5,649,156 +/-	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (pool of 15-20 applicants)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☒ Other (by bedroom size)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

* Pool of applicants will result in exceeding targets

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies and/or disability/accessibility reasons where if not transferred the individual would leave the program
- ☒ Overhoused by a degree of two
- ☒ Underhoused by a degree of two
- ☐ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction(* see ACOP for local resident definition)
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction (* see ACOP for definition of local resident)
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and Continued Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)
Resident Handbooks

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☒ Employing waiting list "skipping" * to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

*CHA awaiting final deconcentration rule prior to implementing waiting list skipping.

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☒ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☒ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
(* *Pending* final deconcentration rule.)

☒ Other (list below)

*Adoption of flat rents

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☒ List (any applicable) developments below:

MA 16-1: Scrivano Apartments

MA 16-2: Mace Apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below)*
- ☐ Other (list below)

*Credit checks for hidden assets, Fraud, etc.

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
* CORI

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☒ Other (describe below)

To assist the property owner in the conduct of applicant screening, the only information the CHA will release under this narrow exception (24 CFR 982.307) is:

- ☐ The tenant family's current address
- ☐ Name and address of the current property owner
- ☐ Name and address of the previous property owner

Requests must be made in writing.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
- ☐ Federal public housing
- ☒ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The initial term of the Voucher is 120 days. Recipients will be asked, but are not required, to maintain a record of their housing searches with comments as to why particular units were not selected.

Families will be asked to contact their Program Representative at the thirty, sixty and ninety day points in their housing search. At each conversation, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and problems it has encountered.

The 120-day period will “toll” if the household in housing search has submitted a unit for tenancy approval. A household may submit one or more tenancy approval requests at the same time. The household must request that the “freeze” on the 120-day period be implemented by contacting their Section 8 Program Representative either by telephone or in person.

Automatic extensions to the 120-day search time will be granted with appropriate documentation for reasons including reasonable accommodation.

Suspensions may be granted for the following reasons:

- ☐ a lead inspection or deleading is pending
- ☐ a family member becomes temporarily confined to a hospital, nursing home, etc.
- ☐ the family is detained pending trial
- ☐ the family is admitted to drug rehab or other rehab program
- ☐ any other situation that is beyond the family’s ability to control, and prevents the family from conducting a housing search.

Failure to submit the RFTA within the period stated or other delays in asking for tenancy approval may keep the clock tolling for housing search, and no retroactive freeze will be implemented.

General assistance to families during the period between issuance of the Voucher and the approval and execution of the lease includes maintaining listings of available rentals provided by property owners, and the availability of Program Representative for personal or telephone conferences to clarify any questions that may have developed since issuance of the Voucher. Where possible and effective, additional assistance will be provided to large families and minorities.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction (* see Admin Plan for definition of local resident)
- ☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans’ families
- ☒ Residents who live and/or work in your jurisdiction(*see Admin Plan for definition of local resident)
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☒ Other (list below)
MOU with Latino Health Network

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☒ Other (list below)

MOU with Latino Health Network

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly

income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?*

***30% or Flat Rent**

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

*See Attachment "Flat Rents" under Rent Determination Policy

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☒ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☒ For household heads
- ☐ For other family members
- ☒ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

* Decisions still need to be made on amounts for transportation, “unreimbursed medical” and other deductions/exclusions.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The “rental value” of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☒ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: 10%
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

An analysis of current private and subsidized rents in the market (Section 8 FMR's, Rentals for other Assisted but non-public housing units); Interviews with City Planning Departments Staff; Interviews with CHA staff regarding at what rent levels existing tenants opt to move out. The general conclusion is that Chelsea is a poor community with some rental choices well below FMR. In order to retain and attract higher income residents (30-50% of AMI), the CHA believes that the flat rent structure needs to address this reality. Given all these considerations, the CHA has implemented a flat rent structure that is close to 60% of the October 1999 FMR's for the area.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR*
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

*110 % of HUD-approved FMR adopted

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0

- ☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	351	20
Section 8 Vouchers	126	10
Section 8 Certificates	240	12
Section 8 Mod Rehab	9	1
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	351	
Other Federal Programs(list individually)		
Economic Development	150	5

& Supportive Services		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

Admission and Continued Occupancy Plan

- (2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-OR-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Table Library

Capital Fund Program (CFP) Part I: SummaryCapital Fund Grant Number FFY of Grant Approval: (01/2001)☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	98058
3	1408 Management Improvements	196116
4	1410 Administration	98058
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75000
8	1440 Site Acquisition	
9	1450 Site Improvement	38347
10	1460 Dwelling Structures	475000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	980579
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Scrivano- 16-1	Kitchen cabinets & counters	1460	120000
	Vestibules	1460	75000
	Hot water heaters	1460	12000
	Site improvements @ main office & maintenance shed	1450	38347
		Total	245347

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	Operations	1406	98058
	Management improvements:		
	Temp occupancy staff	1408	36940
	Turnover mechanic	1408	55297
	Staff training	1408	6000
	Resident Service Coordinator	1408	52179
	Plumbing,& van equipment	1408	42000
	Computer training	1408	3700
	Total		196116
	Administration:		
	Staff salaries	1410	59500
	Benefits	1410	32650
	Accounting fees	1410	850
	Ads & sundry	1410	5058
	Total		98058
	Fees & costs		
	Architect services	1430	50000
	Consultant fees	1430	25000

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA 16-1	3/31/03	9/30/03
MA 16-2	3/31/03	9/30/03
MA 16-4	3/31/03	9/30/03
PHA -WIDE:		
Management improvements	3/31/03	9/30/03
Architectural & Consultant fees	3/31/03	9/30/03
Administration	3/31/03	9/30/03

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:

Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:

2. What is the status of the required assessment?

- ☐ Assessment underway
- ☐ Assessment results submitted to HUD
- ☐ Assessment results approved by HUD (if marked, proceed to next question)
- ☐ Other (explain below)

3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

*Since the final rule on Section 8 Homeownership was recently published, the CHA wants to explore its options for future consideration.

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ * No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

* The Chelsea Housing Authority (CHA) works in cooperation with various community agencies to provide a variety of services to its residents. The CHA is committed to the further development of approaches, programs and services that will enhance safety and personal security, and support and encourage economic development and financial independence among all of its residents. The CHA seeks to achieve these objectives through close coordination with community agencies, through grant funding efforts, and through rent policies including rent exclusion and flat rents.

To the extent that CHA residents are required to perform Community Service under HUD regulations, the Chelsea Housing Authority will design and manage Community Service assignments that can be performed with dignity and that will support child education and development, economic opportunities and public safety in and around the CHA's developments.

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies

- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2001 Estimate)	(As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments*
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments*
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

*Drug-related, not violence-related

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below)

HUD Operation Safe Home; Police Officer and Residents Program

3. Which developments are most affected? (list below)

All developments affected equally.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design

- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

HUD Operation Safe Home

2. Which developments are most affected? (list below)

All CHA developments affected equally.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below)

Contracted Police Services

2. Which developments are most affected? (list below)

All developments affected equally.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The CHA approved pet policy is provided as an Attachment.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable

- ☐ Private management
- ☐ Development-based accounting
- ☒ Comprehensive stock assessment and modernization
- ☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (File name)
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒ Other: (list below)

The vast majority of the RAB comments were adopted in the Plan. See the RAB comment section for additional information.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ * No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ * No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

* The CHA has a resident Board member, Marion Howard, appointed by the City Manager.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ *Other: (describe)

*Appointed by City Manager.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

*Appointed by City Manager.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

*City of Chelsea is a member of the North Suburban Consortium

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Serving low income residents with their housing needs.

- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

MA016a01: Organizational Chart

MA016a02: PHDEP Template

MA016a03: RAB Comments

MA016a04: Housing Needs and Poverty by Race/Ethnicity

MA016a05: Rent Determination Policy

MA016a06: Pet Policy Statement

MA016a07: RAB Members

MA016a08: Statement of Progress

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (01/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	98058
3	1408 Management Improvements	196116
4	1410 Administration	98058
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75000
8	1440 Site Acquisition	
9	1450 Site Improvement	38347
10	1460 Dwelling Structures	475000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	980579
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Scrivano- 16-1	Kitchen cabinets & counters	1460	120000
	Vestibules	1460	75000
	Hot water heaters	1460	12000
	Site improvements @ main office & maintenance shed	1450	38347
		Total	245347

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	Operations	1406	98058
	Management improvements:		
	Temp occupancy staff	1408	36940
	Turnover mechanic	1408	55297
	Staff training	1408	6000
	Resident Service Coordinator	1408	52179
	Plumbing,& van equipment	1408	42000
	Computer training	1408	3700
	Total		196116
	Administration:		
	Staff salaries	1410	59500
	Benefits	1410	32650
	Accounting fees	1410	850
	Ads & sundry	1410	5058
	Total		98058
	Fees & costs		
	Architect services	1430	50000
	Consultant fees	1430	25000

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA 16-1	3/31/03	9/30/03
MA 16-2	3/31/03	9/30/03
MA 16-4	3/31/03	9/30/03
PHA -WIDE:		
Management improvements	3/31/03	9/30/03
Architectural & Consultant fees	3/31/03	9/30/03
Administration	3/31/03	9/30/03

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

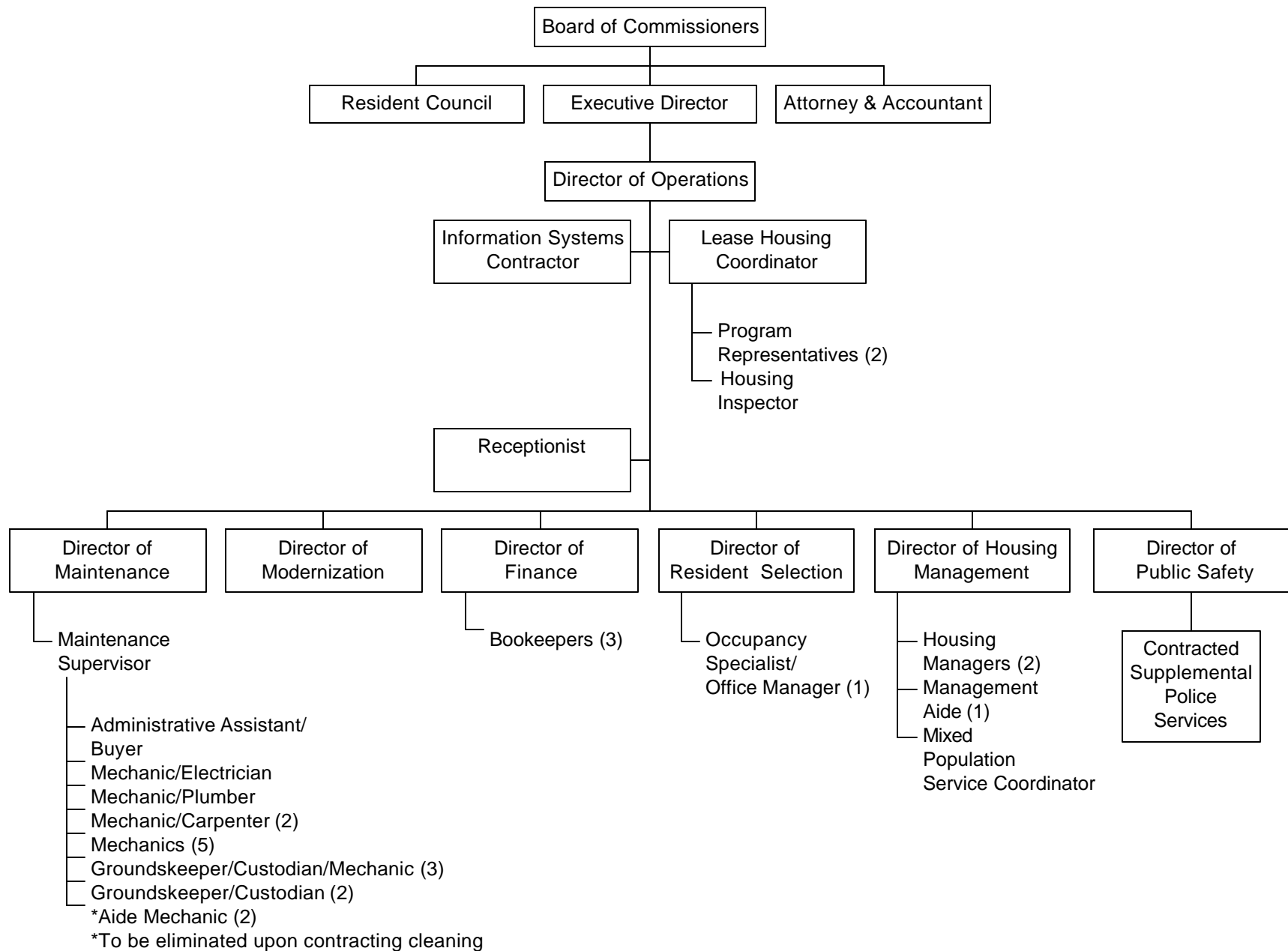
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Chelsea Housing Authority--2000 Table of Organization



Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$80,457.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested FY2000 *

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Chelsea Housing Authority provides a comprehensive program of enforcement strategies and preventive education under the umbrella of "CHELSEA H.A.P.P.E.N.S.—Housing Authority Patrol and Preventive Education Narcotics Strategy." This is a comprehensive program for Drug Prevention, Intervention, Education and Law Enforcement that includes Community Policing and Resident Services. The drug prevention and education portion of our program is now funded through CHA operating funds. This change has allowed us to continue to provide the level of public safety protection that we have had in the past.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Scrivano Apartments (MA 16-1)	105 units	292
Mace Apartments (MA 16-2)	95 units	292
Margolis Apartments (MA 16-4)	150 units	158

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** X * **Other** _____

* 2 Year Program FFY 2000 - 2001

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$175,000	MA06DEP016195	\$0.00	N/A	6/30/98
FY 1996	\$175,000	MA06DEP016196	\$0.00	N/A	1/31/99
FY 1997	\$105,000	MA06DEP016197	\$0.00	2/11/00	2/11/00
FY1998	\$105,000	MA06DEP016198	\$86,892.57	N/A	12/00
FY 1999	\$77,199	MA06DEP016199	\$77,199.00	N/A	12/01
FY 2000	\$80,457	MA06DEP0160100	\$80,457.00	N/A	12/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Chelsea Housing Authority’s “CHELSEA H.A.P.P.E.N.S.—Housing Authority Patrol and Preventive Education Narcotics Strategy” consists of the following components:

- A. Public Safety/Community Police: The CHA employs a Public Safety Director who monitors the contract with the Chelsea Police Department to provide additional community police services, beyond baseline services.*
- B. Drug Prevention: The CHA employs a Residents Service Coordinator who establishes linkages with community programs, coordinates several programs including: Youth Tutoring; Youth Activities Program; Department of education/ESL Program/Gateway Grant; ESL Classes—Bunker Hill Community College/Chelsea Transition & Literacy Program, CHA Youthforce; Weed and Seed—Safe Haven Program; Upward Bound Program; DARE Program; Pregnant and Parenting Teen Program; Safe Neighborhood Initiative; Literature for Youth; and Project Excellence.*
- C. Drug Treatment: CHA residents in need of drug treatment are referred to Chelsea A.S.A.P., which is licensed by the State Department of Health as an outpatient ambulatory clinic for adults and youth.*
- D. The CHA contracts with Chelsea A.S.A.P., Inc. for a Youth Intervention Specialist to provide drug education and intervention for youths and parents participating in the CHA’s Youth Tutoring program.*

(NOTE) All resident services described under sections B, C & D are part of our overall drug elimination program, but they are not funded through PHDEP.

The CHA relies on the following indicators in evaluating the overall success of the Drug Elimination Program:

- A. *Public Safety Indicators: The CHA received funding to purchase a computer system to enhance the Housing Authority's ability to acquire, report, analyze and evaluate data pertaining to arrests, responses to drug related incidents, evictions, unauthorized live-ins and trespassers, and cause conferences for criminal behavior.*
- B. *Indicators of Successful Interventions: Monitoring and evaluating successful intervention include decreases in the number of drug arrests, longer sentences for dangerous perpetrators, increased evictions for drug related activities, and decreases in calls for drug related crimes.*
- C. *Prevention and Education Indicators: Monitoring and evaluating Prevention and Education interventions include decreases in number of arrests for drug related crimes, decreases in school dropout rates, among other factors.*
- D. *Law Enforcement Measurement of Effectiveness: The effectiveness of law enforcement measures is based on several factors, most noticeably, the reduction of crime, disorder, and the effect it has on the residents and community well being.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$80,457
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$80,457

PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$80457		
Goal(s)	Increase Public Safety in and around CHA Developments						
Objectives	1. Provide foot patrol services from the CPD at each CHA development; 2. Assist residents with Crime Watch; 3. Crime prevention; 4. Other crime related problem solving issues; and 5. Establish a pilot program to provide mediation services for families in conflict.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Public Safety Patrols/Community Police			12/00	12/01	\$80,457	\$94,623/ from the Chelsea Police Dept.; \$90,000/ from CHA Operating Funds;	1. Arrests on site; 2. Arrests of CHA residents for drug related crimes off site; 3. Evictions for drug related activities; 4. Youths involved in criminal activity on site; 5. Cause conferences for criminal behavior; and 6. Unauthorized live-ins and trespassers.
2. Mediation Program			12/00	12/01	\$0.00	\$29,216 In-Kind from the City of Chelsea to establish Mediation Program	1. Rate of program participation; 2. Decreases in the number of drug related arrests; 3. Decreases in calls for drug related activity.

9120 - Security Personnel					Total PHDEP Funding: \$ N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$ N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$ N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

9170 - Drug Intervention					Total PHDEP Funding: N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

9180 - Drug Treatment					Total PHDEP Funding: \$ N/A		
Goal(s)							
Objectives							
Proposed Activities							Performance Indicators

9190 - Other Program Costs					Total PHDEP Funds: \$N/A		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

Section 3: Expenditure/Obligation Milestones

(Based on FFY 1999 Grant of \$77,199)

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110		\$6417.87		\$77199
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
				Fully Obligated
TOTAL		\$6417.87		\$77199

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

RAB Comments on FFY 2001 Agency Plan

Although the public hearing already occurred, the RAB wants to comment on the FY 2001 PHA plan. Now that we've had a chance to look at the real thing in readable form, here are a number of thoughts:

Five Year Plan

1. The regulations for the PHA plan (24 CFR Part 903) require that in Year 2 and afterwards, PHA must provide a progress report on the Five Year Plan. PHA is not required to restate or amend the Five Year Plan, but it may choose to do so. I don't think CHA did a progress report, and you should probably insist on this.

CHA: The CHA agrees to provide a progress report. (Provided as Attachment MA016a08)

2. On p. 2, top of the page and very bottom of the page, there's a reference to the study to explore CHA's role in the creation of homeownership opportunities in the City, with a projected completion date of 3/2000

CHA: This study has been postponed in year 1 and will be addressed later in the 5-year plan.

3. On p. 2, CHA talks about adopting 110% of FMR on 1/1/01.

CHA: The increased payment standard was adopted July 1, 2000.

4. On p. 3, first checked box, the deconcentration measures are all to increase the number of higher income households. HUD's deconcentration initiative is supposed to work both ways, however, particularly if there are "buildings" or portions of the development which may be skewed (either too high or too low)

CHA: In the absence of specific HUD regulations, the CHA is dropping any strategy justified by deconcentration.

5. On p. 3, middle of page, asterisk—the designated housing study was supposed to be done by 3/2000.

CHA: The study has been postponed in year 1 and will be addressed later in the 5-year plan.

Annual Plan

1. On p. 6, I can't remember whether the Section 8 administrative plan authorizes CHA to admit households whose incomes are between 50% and 80% of area median. (Under HUD regulations, it's only if the Admin Plan says this, and describes the characteristics of such persons, that persons from this income group are admitted. Otherwise, it's solely those at or below 50% of area median). In addition, the overall percentage of those who are over 30% is greater than it should be once admissions occur, since QHWR requires targeting 75% of new admissions to Section 8 to those at or below 30% of area median. Need to find out how CHA will in fact do this. In addition, there is no data on annual turnover, and there should be.

CHA: The Admin Plan addresses this in the Income Targeting section. Annual turnover data is now included in chart.

2. On p. 7, end of Section 8 chart, I think we may want to recommend that the waiting list remain open for Priority 1 (domestic violence) cases, even if generally closed until they draw down their pool. This is consistent with saying that Priority 1's should always been reached before others. On the chart at the bottom of the page, need data on annual turnover for public housing units; to the extent that this is different for family and elderly housing, it should be broken out.

CHA: Domestic violence victims and veterans are given equal weight. The turnover information has been provided in the chart.

3. On p. 8, end of public housing chart, here again, may want to push to have waiting list remain generally open for Priority 1 (domestic violence) cases. Here again, it would be useful to break down the waiting list information for elderly/disabled and family housing, since there may be different needs to open or keep waiting list closed for each of these programs, and very different demand and turnover. On bottom of page, CHA has checked nothing on its strategy for maximizing affordable units, and should be criticized on this.

CHA: See above comment. Strategies have been identified.

4 On p. 9, there's nothing checked on the strategy for increasing the number of affordable housing units.

CHA: Strategies have been identified.

5. On p. 10, there's nothing checked about assistance for persons with disabilities or increasing awareness of PHA resources among races/ethnicities with disproportionate needs, and there should be. At a minimum, CHA should say what it's doing to carry out Section 504 modifications and affirmatively marketing. The fair housing focus (next page) is just on Section 8. In particular, it appears that African-Americans and Asian Americans are not getting assistance from CHA.

CHA: Strategies have been identified.

6. On p. 17, item (6) c., there's discussion of waiting list skipping to achieve income-mixing goals at particular developments. However, the underlying deconcentration analysis has not been provided, the goals haven't been identified, nor is there any discussion of deconcentration working both ways.

CHA: In the absence of specific HUD regulations, the CHA is dropping any strategy/action justified by deconcentration.

7. On p. 18, item (6) e., carried over from previous page, there's discussion of adoption or adjustment of ceiling rents and rent incentives related to deconcentration. Toward the bottom of the page, B. (1). a., CHA's saying that it will screen Section 8 applicants more generally, but doesn't say what the factors are. PHAs from doing. QHWRA allows PHAs to do screening for Section 8, but they must set forth the criteria in their PHA plan and in their Section 8 administrative plan.

CHA: The reference is to "flat rents", not ceiling rents, as was previously discussed and agreed to by the RAB during the first-round agency plan process. With regards to tenant screening, there are little or no costs associated with processing CORI requests and credit reports.

8. On p. 21, top of page, Other preferences, should delete reference to "broad range of incomes", since this doesn't apply to Section 8—only thing that applies is income targeting. Same thing in the "other preferences" at the bottom of the page.

CHA: The CHA agrees.

9. On pp. 23-24, answer to c.1, flat rents are not considered to be "rents at a fixed amount or percentage less than 30% of adjusted income". What the answer is supposed to elicit is DISCRETIONARY rent policies; flat rent is NOT discretionary. In addition, what's described in d. is not supposed to be the earned income disregard, for this, too, is not discretionary, but MANDATORY. However CHA seems to include some items that are, in fact, beyond earned income disregard—i.e., transportation expenses and "for household heads".

CHA: The CHA's flat rents are the same as FY2000 and are as follows:

1 bedroom unit - \$450/month

2-bedroom unit - \$550/month

3-bedroom unit - \$700/month

4-bedroom unit - \$800/month

The CHA has adopted the mandatory earned income disregards. The optional deductions referred to in the Plan are still under review.

10. On p. 25, f., do you want to push them again on the interim recertification issue (i.e., that they should only do once a year, and not require recertification if income goes up mid-year?) REAC does NOT require interim redetermination—they leave this up to PHA policies, and don't penalize PHAs for the choices they make.

CHA: The CHA requires families to report all household changes in income and family composition to trigger an interim recertification.

11. On p. 26, item (1)(c), since CHA is setting a payment standard above the FMR, it needs to complete this section to explain why a higher payment standard is needed (as if it isn't obvious).

CHA: Explanations are included in the Plan.

12. On p. 30, Optional 5-year Action Plan for capital work, I think RAB should push CHA to do this, and get opportunity to review it.

CHA: The CHA did not submit the Optional 5-year action plan, but has submitted the required Capital Fund information.

13. On p. 36, CHA's saying that it doesn't want to do the Section 8 homeownership program right now (which is its right). Does the RAB want to push CHA on that? A number of advocacy groups think it's a good program to push.

CHA: The CHA agrees homeownership is a worthy program to push, but currently only has the resources necessary to running current programs effectively and improving management systems. We will explore at a later date.

14. On pp. 36-39, CHA's plan has no description of the community service & self-sufficiency program at all, and it should. In addition, HUD's instructions indicate that the CHA must describe its implementation of the community service component, even though the template hasn't been revised yet to ask all the relevant questions—the PIH Notice describes what's needed.

CHA: The CHA has tried on numerous occasions to work with the local DTA in creating a MOU. We have not given up on our efforts, and will work diligently until a settlement is reached. GBLS has offered to assist the CHA in this endeavor.

15. On p. 41, the PHDEP plan doesn't appear to be attached, and it should be. The RAB should get a chance to review it. Later on p. 41, while the template hasn't yet been revised to reflect implementation of the pet regulation, the PIH notices require CHA to include a description of what it's doing as part of the PHA plan.

CHA: All attachments have been submitted electronically with the Agency Plan.

16. On p. 42, Asset Management, all of this needs to be completed. There's also a separate table which is blank.

CHA: This remains an optional place for information.

17. On pp. 42-44, the pieces regarding the RAB comments, process for election of residents to the CHA Board of Directors, and Consistency with the Consolidated Plan pieces are all left blank, and shouldn't be. In addition, my recollection is that the PIH Notices require PHAs to provide some more detail about the process used for selection of RAB, etc.

CHA: This section is now complete.

18. The Capital Fund Program summary is completely blank. This is very important, as it shows how CHA will spend modernization funds for the next period of time, and should match local tenant organization priorities.

CHA: All attachments have been submitted electronically with the Agency Plan.

Hope this is helpful.

Statement of Housing Needs

This statement of housing needs takes into account the North Suburban Consortium's Consolidated Plan which constitutes a strategic housing plan for Chelsea and six other surrounding communities. It also considers an Executive Summary from the City of Chelsea's 1999 Housing Summit. Additional information and suggestions are taken from meetings with the City's Planning and Development office, the Board of Commissioners, staff at the housing authority, and a resident program participant meeting. Representatives from local human service organizations and legal service advocates were also invited to participate in the policy discussions surrounding the annual and five-year plans.

Chelsea is a diverse community with many low-income residents, the majority of whom are renters. Seventy-two percent of the households in Chelsea, over 7500 households, are renters (Housing Needs Study, Chelsea Planning and Development Office, 1994). With twenty-four percent of Chelsea's residents living below the poverty level, Chelsea has a significant population of very poor families. Therefore, public housing and the Section 8 program provide a crucial source of stable, affordable housing in the city.

Rental housing is becoming increasingly expensive (with average street rent for a 2-bedroom apartment renting for between \$800 - \$1,000, compared to the \$250 rent that most public housing residents pay with an income-based rent structure) in both Chelsea and surrounding neighborhoods. (Rents based on conversations with Planning and Development officials and Housing Authority staff). As a result, commuters from Boston and nearby locations look to Chelsea for housing accommodations. Evidence of the increase in Chelsea's population is demonstrated by increasing elementary school enrollments. In Chelsea, it is very difficult for low-income families to afford a decent apartment even when working full-time. Affordability is the greatest problem with at least forty-three percent of all renters indicating a housing problem, and approximately fifty-two percent paying more than thirty percent of their monthly income towards rent (North Suburban Consortium Consolidated Plan, 1995).

While there is a need for moderately priced and affordable rental housing that is professional managed, the density of the city does not lend itself to large-scale development of new affordable housing. Despite this obstacle, there are many multi-family properties (buildings with 2-4 units and those with 5 or more units comprise 86.3% of the total housing stock, DHCD Community Profiles) and support in the community for increasing opportunities for low-income renters. The condition of housing stock varies greatly from neighborhood to neighborhood, with the worst conditions in places where the residents are more likely to be poor, young, and more ethnically diverse (*Housing Needs Study*, Chelsea Planning and Development Office, 1994). There is also hope that more Chelsea residents will be empowered to purchase homes within the next five years. According to a housing needs analysis conducted in 1994, approximately 3500 renter households have sufficient income to purchase a home.

The Consolidated Plan for Chelsea emphasizes the need to continue housing rehabilitation programs as well as rental assistance programs in the service of maintaining, improving and financing affordable housing.

Chelsea is a city that would greatly benefit from supportive programs to benefit a growing elderly population, a diverse, working class, multi-ethnic population, and many special needs populations who are at great risk for homelessness. Supportive services and anti-poverty strategies that create jobs and promote self-sufficiency provide another antidote to sub-standard housing conditions. Deconcentration of poverty efforts in Chelsea may be achieved by focusing on policies which allow working residents both within existing CHA programs, and in the community-at-large, to build the resources to rehabilitate existing sources of affordable housing and to become homeowners.

Poverty Status and Housing Needs

Chelsea has a growing population of minority residents with severe housing needs. Data from the 1990 Census of Population and Housing indicates the proportion of individuals below the poverty rate for the following race/ethnic categories represented in Chelsea. HUD generally defines households below the poverty line as extremely-low income. Eighty-two percent of the applicants to public housing and seventy-six percent of those on the Section 8 waiting list have incomes below 30% of the Area Median Income. Fifty percent of the applicants to both programs are Hispanic. Additionally, minorities are much more likely to be doubled up in a renter household, suggesting even greater need. Population projections for the Chelsea predict a doubling of Asian and Hispanic residents between 1990 and 2005. (From MISER, July 1999, and based on 1990 US Census data)

Race/Ethnicity	% Below Poverty
White	15.4%
Black	33.7%
American Indian	6.2%
Asian and Pacific Islander	47.9%
Other Race	45.7%
Hispanic Origin	43.4%

Race/Ethnicity	1990 population	1995 population	2005 Baseline Projection
White/non-Hispanic	17,802	15,382	13,804
Black/non-Hispanic	1,151	1,322	1,472
Asian & Amer. Ind, non-Hispanic	1,459	1,923	2,552
Hispanic	9,018	11,100	16,113

Produced by MISER, University of Massachusetts Amherst, July 1999

Chelsea Housing Authority Rent Determination Policy

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA), the Chelsea Housing Authority will offer tenants and new admissions to conventional federal public housing the opportunity to elect to pay a “flat rent” or a rent that does not exceed more than 30 percent of adjusted monthly income. Residents who choose the flat rent will have their income reviewed every three years. At any time a tenant becomes unable to pay the flat rent due to financial hardship, he/she may request to switch to an income-based rent. The reduced rent payment will be effective no later than the first of the month following the month the family reported the hardship, provided that there is adequate documentation to support the hardship claim. The housing authority may change the flat rent amount with approval by the board and through a public notification process.

Financial hardships include but are not limited to:

- A documented reduction in income
- A documented increase in expenses

Flat Rents

Flat rents will be determined based on an assessment of the reasonable market value of a unit and the housing authority’s strategy to provide affordable housing and encourage self-sufficiency.

The following payment standard will apply beginning July 2000:

- 1 bedroom unit - \$450.00/month
- 2 bedroom unit - \$550.00/month
- 3 bedroom unit - \$700.00/month
- 4 bedroom unit – \$800.00/month

Minimum Rents

The minimum rent for tenants of public housing and Section 8 program participants will be set at \$0. Residents of federal public housing will be required to pay for their electric bills in lieu of any minimum rent payment

Working Families

The following tenants of Federal Public Housing Program (Section 8 is optional) are eligible for a disallowance of earned income:

- Family members who become employed after a year or more of unemployment.
- Family members who experience an increase in income due to participation in a family self-sufficiency or job training program.
- Family members who experience an increase in income and were an assisted family under the TANF program.
- Family members who were “significantly underemployed” (earned less than 10 hours a week for 50 weeks at the minimum wage) in the previous 12 months.

Phase-Down on Disallowance of Earned Income

During the 12-month period beginning on the date of such employment, the rent for these families will not be increased.

During the second year the rent will not be increased more than 50% of the amount of the total rent increase.

During the third year the balance of the rent increase will be applied.

Tenants who are eligible for this 12-month earned-income disallowance may choose to have the local housing agency establish a savings account on their behalf in lieu of the disallowance.

Families who currently have, or qualify for, the 18-month disregard under 5.609(c)(13) prior to September 30, 1999 can continue that disregard; however they will not be eligible for the phase in of new income.

Escrow Accounts

The Housing Authority intends to consider the establishment of a program whereby residents of public housing and Section 8 program participants may choose to place a portion of their rent into an escrow account to be used for purposes related to economic self-sufficiency.

Pet Policy Attachment

The purpose of the Authority's Pet Policy is, in accordance with the Department of Housing and Urban Development's Final Rule on pet ownership effective August 9, 2000, to allow for pet ownership by residents of public housing, subject to compliance with reasonable requirements established by the public housing agency for pet ownership. As applicable, those residents who qualify as a pet owner may own and keep common household pets. All residents of the Chelsea Housing Authority who are eligible under HUD's Final Rule to keep a pet, will demonstrate that they have the physical, mental and financial capability to care for the pet (unless otherwise necessary as a reasonable accommodation to a person with a disability) as long as they abide by the conditions and restrictions outlined in the policy established by the Chelsea Housing Authority. Copies of the revised Pet Policy were made available for public comment on October 12, 2000 and notification of the changes were sent to each household affected. The pet policy was revised in an effort to ensure the safety of residents, guests and employees of the Chelsea Housing Authority.

Resident Advisory Board Members

2000-2001

Board List:

1. Marvin Hooker	260 Clark Avenue	
2. Ana Sanchez	2 Parkway Court	
3. Maria Irizarry	2 Clinton Court	
4. Vourna Sanchez	2 Webster Court	
5. Norma Rosa	1 Webster Court #4	
6. Patricia Tedesco	4 Webster Court #12	
7. Delilah Caba	5 Webster Court #6	
8. Linda McCusler	17B Garfield Ave.	(Section 8)
9. Paula Alvarez	27 Chester Ave. #1	(Section 8)
10. Alfonsina Caraballo	135 Shawmut Street	
11. Rita Crovetto	260 Clark Avenue	
12. Dorca Manzano	260 Clark Avenue	
13. Jesus Iraola	96 Fourth Street	(Section 8)
14. Cookie Moiser	260 Clark Avenue	
15. Carolyn Berfield	260 Clark Avenue	
16. Marcia Martinez	260 Clark Avenue	
17. Louise Sullivan	128 Shurtleff Street	(Section 8)
18. Jane Gianatasio	11 Lynn Street	
19. Teresa Zenga	260 Clark Avenue	
20. Ruth McNeil	CAPIC 100 Everett Ave.	
21. Ana Vaguerano	Su Clinica Legal, 350 Broadway	
22. Jay Rose	GBLS 197 Friend Street, Boston	
23. Gladys Vega	CHSC 300 Broadway	

Statement of Progress

The Chelsea Housing Authority is pleased to report on the progress it has made in meeting the mission and goals outlined in our current 5-Year Plan.

HUD's final rule on Homeownership was recently published and the Chelsea Housing Authority is committed to exploring and creating homeownership opportunities throughout the community.

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA), the Chelsea Housing Authority implemented flat rents as outlined in the Plan. In addition, the Housing Authority set the minimum rent for tenants in both public housing and Section 8 program participants at \$0. Payment standards for Section 8 program participants were set at 110% of the current HUD-approved FMR in order to increase housing choices throughout the community. A rent reasonableness methodology has been implemented in the Section 8 program to ensure fair rents are being set in accordance with metropolitan area standards.

The Chelsea Housing Authority has also revised its policies and procedures to conform to all HUD regulations and requirements. Staff has worked with housing consultants to update and revise the Administrative Plans and Admission and Continued Occupancy Plans governing the Section 8 program and conventional public housing.

The Chelsea Housing Authority has worked diligently to address concerns and improve the quality of assisted housing. Physical improvements, in addition to improved maintenance and security have been made throughout the developments funded under the Capital Fund Program. Specifically,

- Painting of interior of apartments throughout developments.
- Repair asphalt cracks and recoat basketball courts at family developments.
- Install new 10' high basketball court perimeter fencing at family developments.
- New roofs at Scrivano are currently underway.
- New bull nose heavy-duty non-skid stair threads at Scrivano.
- New energy efficient pilot less gas kitchen stoves at family developments.
- New modern and safe playground equipment at family developments.
- New kitchen and bathroom floor tiles at family developments.
- New bathroom doors and jambs at family developments.
- Painting interior halls and foyers at family developments.

Lastly, the Chelsea Housing Authority has decided to postpone any activities relating to deconcentration until HUD publishes further guidance.